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City of Hialeah

March 2017

The City of Hialeah is accepting **RESUMES** for the position of:

HUMAN RESOURCES TECHNICIAN EXAMINER

CLOSING DATE	SALARY	JOB TYPE
March 23, 2017	\$1,303 - \$2,535 Bi-weekly	Full-time

EXAMPLES OF DUTIES

- Plans and prepares personnel and civil service activities by conducting surveys and studies and making recommendations.
- Examines and/or prepares pre-employment and promotional examinations for all City job classifications;
- Proctors and scores pre-employment and promotional examinations;
- Monitors the distribution of examination announcements and advertisements;
- Coordinates and schedules oral, written and performance examinations;
- Examines and/or develops new jobs classification descriptions based on information provided by the Human Resources Director;
- Maintains all records pertaining to examinations, applications, job descriptions, advertisements and eligibility lists;
- Responsible for maintaining the confidentiality and integrity of testing records and information;
- Develops and maintains various personnel forms, systems, procedures and records;
- Provides information to City employees and the general public on the City's testing and other human resources procedures.
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the City's testing procedures;
- General knowledge of Human Resources Administration;
- General knowledge of accepted methods of recruitment, testing and selection;
- Ability to conduct effective interviews;
- Ability to express oneself effectively, orally, and in writing;
- Some knowledge of statistical and personnel research methods;
- Some knowledge of occupational requirements for a variety of typical municipal employment;
- Ability to carry out specific oral and written instructions;
- Ability to establish and maintain effective working relationships with departmental supervisors, employees and the general public.

PHYSICAL DEMANDS

- Must have ability to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, stand, hear, hands to finger dexterity, handle, feel or operate objects, read and write English.
- Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.
- Work is performed indoors within a quiet to moderately noisy environment.
- Must be able to lift, carry and or push articles weighing up to 20 lbs.

REQUIREMENTS

Must have a high school diploma with a minimum of seven (7) years experience of professional level experience in human resources in a municipal setting with proficiency in the areas of recruitment and testing.

If you meet the minimum requirements and want to be considered for the position, please email your resume and supporting documentation to:

HRRESUMES@HIALEAHFL.GOV